

**UNITED STATES TRUSTEE'S
MONTHLY OPERATING REPORT WORKSHOP
JANUARY - DECEMBER 2007**

<u>Presented by:</u>	Brian Martinson, CPA Bankruptcy Analyst, San Jose	Karen Muir, CPA Bankruptcy Analyst, San Jose
	Patricia Martin Bankruptcy Analyst, San Francisco	Matthew R. Kretzer Bankruptcy Analyst, Oakland
	Michael Sorgaard Regional Bankruptcy Analyst, San Francisco	F. Stewart Player, CPA Bankruptcy Analyst, Oakland

Areas Covered: You will receive a basic review of how to complete the monthly operating reports required by the United States Bankruptcy Court for the Northern District of California and the United States Trustee, Department of Justice for Chapter 11 Debtors-in-Possession and Trustees and Chapter 7 Trustees with operating cases.

- Purpose of Monthly Operating Reports
- Instructions on how to get started
- Review of all schedules in the Monthly Operating Report
- Insight into the UST review of Monthly Operating Reports

Prerequisite: Working knowledge of bookkeeping, including basic understanding of the balance sheet, income statement, and cash flow analysis.

Course Level: Basic

Course Schedule: **SAN JOSE** courses are held at 280 South First Street, Room 268, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 19	April 13	July 20	October 12
February 16	May 11	August 17	November 9
March 16	June 22	September 14	December 7

SAN FRANCISCO courses are held at 235 Pine Street, Suite 700, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 5	April 6	July 6	October 5
February 2	May 4	August 3	November 2
March 2	June 1	September 7	December 7

OAKLAND courses are held at 1301 Clay Street, Room 690N, from 10:00 A.M. to 12:00 Noon, on the following dates:

February 2	May 4	September 7	December 7
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Cost: Free to anyone interested in bankruptcy financial reporting.